

COMPANIES ACTS 1985 AND 1989

**COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL**

**MEMORANDUM OF ASSOCIATION¹ OF
HORNSEY TOWN HALL TRUST LIMITED**

NAME

The name of the Company is Hornsey Town Hall Trust Limited (*the Charity*).

REGISTERED OFFICE

The registered office of the Charity is to be in England and Wales.

OBJECTS OF THE CHARITY

The objects of the Charity (*the Objects*) are:

- .1 to restore and preserve Hornsey Town Hall and associated land and buildings having historic interest, architectural merit, or amenity value for the benefit of the local and wider communities;
- .2 to provide facilities for the advancement of education;
- .3 in the interests of social welfare to provide facilities for recreation with the object of improving the conditions of life of the public;
- .4 to advance the education of the public in the knowledge, understanding and appreciation of the art of film and allied visual techniques; and
- .5 to undertake any other charitable activity for the benefit of the community in the London Borough of Haringey and the surrounding area.

STATEMENT OF INTENTION

The Charity must remain non-party in politics and non-sectarian in religion. It must not discriminate on the grounds of race, sex, sexual preference, disability, religious or political beliefs, or other opinion.

POWERS

The Charity may do anything lawful that may be necessary to promote the Objects including the following:

- .1 to promote or carry out research;
- .2 to provide advice;

¹ As amended by a unanimous written resolution of all members of the Company entitled to vote at a general meeting of the Company having effect on 20th September 2004.

- .3 to publish or distribute information and by publishing books or pamphlets or in any other appropriate manner to promote its Objects;
- .4 to co-operate with other bodies;
- .5 to support, administer, act as trustee of or set up other charities;
- .6 to raise funds (but not by means of taxable trading);
- .7 to borrow money and give security for loans, but only in accordance with the restrictions imposed by the Charities Act 1993;
- .8 to acquire or hire property of any kind;
- .9 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act 1993), such letting or disposal to be subject to such covenants, conditions and restrictions as are reasonably necessary to ensure the preservation of any buildings or land;
- .10 to repair, renovate, restore, rebuild and generally promote the preservation of any buildings or land;
- .11 to buy or otherwise acquire furniture and other equipment for use in connection with any such buildings or land; and to sell, lease or otherwise dispose of any such furniture or equipment;
- .12 to make such arrangements as the Charity considers appropriate for the use of any buildings or land for the purposes of its Objects;
- .13 to make such arrangements as are necessary to enable the public to view and enjoy any buildings or land (whether free or at a charge);
- .14 to make planning applications for consent under by-laws or building regulations and other like applications;
- .15 to make grants or loans of money and to give guarantees;
- .16 to set aside funds for special purposes or as reserves against future expenditure;
- .17 to deposit or invest funds in any manner, but in the case of investments only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification;
- .18 to delegate the management of investments to a financial expert, but only on terms that:
 - .18.1 the investment policy is set down in writing for the financial expert by the Trustees;
 - .18.2 every transaction is reported promptly to the Trustees;

- .18.3 the performance of the investments is reviewed regularly with the Trustees;
- .18.4 the Trustees are entitled to cancel the delegation at any time;
- .18.5 the investment policy and the delegation are reviewed at least once a year;
- .18.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
- .18.7 the financial expert must not do anything outside the powers of the Trustees;
- .19 to arrange for investments or other property of the Charity to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert acting under their instructions and to pay any reasonable fees required;
- .20 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- .21 to insure the Trustees against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;
- .22 subject to Clause 6, to employ paid or unpaid agents, staff or advisers;
- .23 to enter into contracts to provide services to or on behalf of other bodies;
- .24 to establish subsidiary companies to assist or act as agents for the Charity;
- .25 to pay the costs of forming the Charity; and
- .26 to do any other lawful thing which promotes or helps to promote the Objects.

BENEFITS TO MEMBERS AND TRUSTEES

- .1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the members of the Charity but:
 - .1.1 members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied;
 - .1.2 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity;

- .1.3 members (including Trustees) may be paid a reasonable rent or hiring fee for property let or hired to the Charity; and
 - .1.4 individual members and Trustees are not precluded from receiving charitable benefits in the ordinary course of performance of the Objects.
- .2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:
 - .2.1 as mentioned in Clauses 5.21, 6.1.2, 6.1.3, 6.1.4 or 6.3;
 - .2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Charity;
 - .2.3 an indemnity in respect of any liabilities properly incurred in running the Charity, including the costs of a successful defence to criminal proceedings;
 - .2.4 payment to any company in which a Trustee has no more than a 1 per cent shareholding; and
 - .2.5 in exceptional cases, other payments or benefits, but only with the written approval of the Commission in advance.
- .3 Any Trustee (or any firm or company of which a Trustee is a member or employee) may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit but only if:
 - .3.1 the goods or services are actually required by the Charity;
 - .3.2 the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in clause 6.4; and
 - .3.3 no more than one half of the Trustees are subject to such a contract in any financial year.
- .4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or by a committee established by the Trustees the Trustee concerned must:
 - .4.1 declare an interest at or before discussion begins on the matter;
 - .4.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information but for no other purpose;
 - .4.3 not be counted in the quorum for that part of the meeting; and
 - .4.4 withdraw during the vote and have no vote on the matter.

LIMITED LIABILITY

The liability of members is limited.

GUARANTEE

Every member promises, if the Charity is dissolved while he or she remains a member or within 12 months afterwards, to pay up to £10 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member.

DISSOLUTION

- .1 If the Charity is dissolved the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
 - .1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
 - .1.2 directly for the Objects or charitable purposes within or similar to the Objects; and
 - .1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance.
- .2 A final report and statement of account must be sent to the Commission.

ALTERATIONS TO THIS MEMORANDUM

- .1 No alterations to this Memorandum may be made which would cause the Charity to cease to be a charity in law. Other alterations to this Memorandum may only be made by special resolution. For a special resolution to be valid, 21 clear days' notice of it must be given, and 75% of those voting must be in favour of it. Such a resolution may be passed on less notice if 95% of the total number of members having the right to vote agree to less notice.
- .2 Alterations may only be made to the objects of the Company, to any clause of this Memorandum or the Articles which directs or restricts the way monies or the property of the Company may be used, or to Clause 6.4, with the Commission's prior written consent.
- .3 The Commission and the Companies Registrar must be informed of alterations and all future copies of the Memorandum issued must contain the alteration.

INTERPRETATION

- .1 Words and expressions defined in the Articles have the same meanings in this Memorandum.
- .2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

Subscribers

We wish to form a company with this Memorandum of Association

NAMES & ADDRESSES OF SUBSCRIBERS

SIGNATURES OF SUBSCRIBERS

Ahmet Nejat Arda
14 Tivoli Road
London N8 8RE
Company director

Ahmet Arda

Mark Garland
20 Tivoli Road
London N8 8RE
Product manager

Mark Garland

Stephen Hoyle
2 Haslemere Road
London N8 9QX
Solicitor

Stephen Hoyle

Sheila Kavanagh
18 Priory Avenue
London N8 7RW
Solicitor

Sheila Kavanagh

Stephen Morpurgo
29 Birchington Road
London N8 8HP
Information technologist

Stephen Morpurgo

Ilana Wegrzyn
10 Wolseley Road
London N8 8RP
Psychotherapist

Ilana Wegrzyn

Nir Wegrzyn
10 Wolseley Road
London N8 8RP
Company director

Nir Wegrzyn

Date 1st March 2003

Witness to the above signatures

Selma Gokcen
Garden Flat
1 Wolseley Road
London N8 8RR
Musician

Selma Gokcen

COMPANIES ACTS 1985 AND 1989

**COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL**

ARTICLES OF ASSOCIATION² OF

hornsey town hall trust limited

MEMBERSHIP

- .1 The number of members of the Charity is unlimited.
- .2 The Charity must maintain a register of members showing the name, address and date of membership of each member and the register must be made available for inspection by a member on reasonable notice from that member.
- .3 The subscribers to the Memorandum are the first members of the Charity.
- .4 Membership of the Charity is open to any individual irrespective of political party, nationality, religious opinion, sex, sexual preference, disability, race or colour interested in promoting the Objects who:
 - .4.1 applies to the Charity in the form required by the Trustees;
 - .4.2 is approved by the Trustees;and
 - .4.3 signs the Register of members or consents in writing to become a member.
- .5 The Trustees may establish different classes of membership, prescribe their respective privileges and duties, and set the amounts of any subscriptions.
- .6 Membership is terminated if the member concerned:
 - .6.1 gives written notice of resignation to the Charity;
 - .6.2 dies;
 - .6.3 is six months in arrears in paying the relevant subscription (if any) but in such a case the member may be reinstated on payment of the amount due;or
 - .6.4 is removed from membership by resolution of the Trustees on the ground that in their reasonable opinion the member's continued membership is harmful to the Charity, but only after notice to the

² As amended by a unanimous written resolution of all members of the Company entitled to vote at a general meeting of the Company having effect on 20th September 2004.

member notice and considering the matter in the light of any written representations which the member concerned puts forward within 14 clear days of notice being given.

- .7 Membership of the Charity is not transferable.

GENERAL MEETINGS

- .1 Members are entitled to attend general meetings. General meetings shall be called on at least 21 clear days' notice specifying the business to be discussed.
- .2 There is a quorum at a general meeting if the number of members personally present is at least four in number or by members equal in number to at least 10 per cent. of all members of the membership, whichever is the higher. The meeting must be adjourned by the Chairman if a quorum is not present.
- .3 The Chairman or (if the Chairman is unable or unwilling to do so) some other member elected by those present shall preside at a general meeting. Unless a poll is demanded, the Chairman's declaration (or that of the other member acting instead) that a resolution has been carried by a particular majority or lost on a show of hands and an entry saying so in the minute book is conclusive evidence of the result.
- .4 Except where otherwise provided by the Act, every issue is decided by a majority of the votes cast. A poll must be taken immediately if it is correctly demanded or whenever the Chairman decides. The Chairman shall decide how a poll is taken. The result of a poll will be treated as a resolution of the meeting.
- .5 Except for the chairman of the meeting, who has a second or casting vote, every member present in person has one vote on each issue.
- .6 A written resolution signed by all those entitled to vote at a general meeting is as valid as a resolution actually passed at a general meeting and for this purpose the written resolution may be set out in more than one document and will be treated as passed on the date of the last signature.
- .7 The Charity must hold an **AGM** every year which all members are entitled to attend except that the first AGM may be held at any time up to 18 months after the Charity's incorporation.
- .8 At an AGM the members:
- .8.1 receive the accounts of the Charity for the last financial year to end before the AGM;
 - .8.2 receive the Trustees' report on the Charity's activities since the previous AGM;
 - .8.3 accept the retirement of those Trustees who wish to retire or who are retiring by rotation;

- .8.4 elect persons to be Trustees to fill the vacancies arising;
 - .8.5 appoint auditors for the Charity;
 - .8.6 may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Charity; and
 - .8.7 discuss and determine any issues of policy or deal with any other business put before them.
- .9 Any general meeting which is not an AGM is an **EGM**.
 - .10 An EGM may be called at any time by the Trustees and must be called within 28 days on notice to the Trustees from at least three members or, if greater, 5% of all the members of the Charity requiring the holding of EGM.

THE TRUSTEES

- .1 The Trustees as charity trustees have control of the Charity, its property and funds, and responsibility for carrying out its Objects.
- .2 The subscribers to the Memorandum are the first Trustees of the Charity.
- .3
 - .3.1 The first Trustees shall hold office until the first AGM. Otherwise and subject to Article 3.3.2 and to Article 3.7, Trustees shall be individuals elected by members of the AGM.
 - .3.2 The London Borough of Haringey is entitled to appoint in writing up to two individuals to be Trustees.
 - .3.3 There shall be no fewer than six and no more than eight Trustees, provided that the Trustees appointed by the London Borough of Haringey shall not be counted for the purposes of this Article 3.3.3.
- .4 Every Trustee must sign a declaration of willingness to act as a charity trustee of the Charity before he or she is eligible to vote at any meeting of the Trustees.
- .5 One third (or the number nearest one third) of the Trustees other than those appointed in accordance with Clause 3.3.2 must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots.
- .6 A Trustee's term of office automatically terminates if he or she:
 - .6.1 is disqualified under the Charities Act 1993 from acting as a charity trustee;
 - .6.2 is incapable, whether mentally or physically, of managing his or her own affairs;

- .6.3 is absent from three consecutive meetings of the Trustees;
 - .6.4 other than a Trustee appointed in accordance with Clause 3.3.2, ceases to be a member, but such a person may be reinstated by resolution passed by all the other Trustees on resuming membership of the Charity before the next AGM;
 - .6.5 resigns by written notice to the Trustees, but only if at least two Trustees will remain in office;
 - .6.6 is removed by resolution passed by at least 51 per cent. of the members present and voting at a general meeting after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views;
- or
- .6.7 in the case of a Trustee appointed in accordance with Clause 3.3.2 is notified by the London Borough of Haringey in writing of the termination of his or her term of office.
- .7 The Trustees may at any time co-opt any person duly qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM.
 - .8 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

PROCEEDINGS OF TRUSTEES

- .1 The Trustees must hold at least four meetings of Trustees each year. The Trustees may meet, adjourn and run their meetings as they wish subject to express provision in these Articles.
- .2 A quorum at a meeting of the Trustees is four Trustees. Any Trustee may summon a meeting of the Trustees by notice to all the Trustees.
- .3 The Trustees may appoint a Chairman of the Trustees. The Chairman or (if the Chairman is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.
- .4 Every issue may be determined by a simple majority of the votes cast at a meeting but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- .5 Except for the chairman of the meeting, who has a second or casting vote, every Trustee has one vote on each issue.
- .6 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

POWERS OF TRUSTEES

The Trustees have the following powers in the administration of the Charity:

- .1 to appoint (and remove) any member (who may be a Trustee) to act as Secretary to the Charity in accordance with the Act;
- .2 to appoint a Chairman and any other officers they wish to carry out the functions delegated by the Trustees to that person;
- .3 to delegate any of their functions to committees consisting of two or more individuals appointed by them, but at least one member of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees;
- .4 to make Standing Orders consistent with the Memorandum, these Articles and the Act) to govern proceedings at general meetings;
- .5 to make rules consistent with the Memorandum, these Articles and the Act to govern proceedings at their meetings and at meetings of committees;
- .6 to make Regulations consistent with the Memorandum, these Articles and the Act to govern the administration of the Charity and the use of its seal (if any);
- .7 to establish procedures to assist the resolution of disputes within the Charity; and
- .8 to exercise any powers of the Charity which are not reserved to a general meeting.

RECORDS & ACCOUNTS

- .1 The Trustees must comply with the requirements of the Act and of the Charities Act 1993 concerning the keeping of financial records, the audit of accounts, and the preparation and transmission to the Registrar of Companies and the Commission of:
 - .1.1 annual reports;
 - .1.2 annual returns; and
 - .1.3 annual statements of account.
- .2 The Trustees must keep proper records of
 - .2.1 all proceedings at general meetings;
 - .2.2 all proceedings at meetings of the Trustees;
 - .2.3 all reports of committees and;
 - .2.4 all professional advice obtained.

- .3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any reasonable time during normal office hours and may be made available for inspection by members who are not Trustees if the Trustees so decide.
- .4 A copy of the Charity's latest available statement prepared to discharge the Charity's legal obligations of account must be supplied on request to any Trustee or member, or to any other person who makes a written request and who pays the Charity's reasonable costs, within two months.

NOTICES

- .1 Notices under these Articles shall be sent by hand, or by post or (where given by the Charity and applicable to members generally) may be published in any suitable journal or newspaper circulating in the London Borough of Haringey or in any newsletter distributed by the Charity.
- .2 The only address at which a member is entitled to receive notices is the address shown in the register of members;
- .3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:
 - .3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;
 - .3.2 two clear days after being sent by first class post to that address;
 - .3.3 three clear days after being sent by second class or overseas post to that address;
 - .3.4 on the date of publication of a newspaper containing the notice;
 - .3.5 on being handed to the member personally or, if earlier; and
 - .3.6 as soon as the member acknowledges actual receipt.
- .4 A technical defect in the giving of notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

DISSOLUTION

The provisions of the Memorandum relating to dissolution of the Charity take effect as though repeated here.

INTERPRETATION

In the Memorandum in and in these Articles:

the Act means the Companies Act 1985;

AGM means an annual general meeting of the Charity;

these Articles means these articles of association;

Chairman means the person chosen by the Trustees to act as Chairman of the Trustees in accordance with Clause 4.3;

the Charity means the company governed by these Articles;

charity trustee has the meaning prescribed by section 97(1) of the Charities Act 1993;

clear day means 24 hours from midnight following the relevant event;

the Commission means the Charity Commissioners for England and Wales;

EGM means an extraordinary general meeting of the Charity;

financial expert means an individual, company or firm who is an authorised person or an exempted person within the meaning of the Financial Services and Markets Act 2000;

material benefit means a benefit which may not be financial but has a monetary value;

member and *membership* refer to membership of the Charity;

Memorandum means the Charity's Memorandum of Association;

month means calendar month;

the Objects are defined in Clause 3 of the Memorandum;

Secretary means the Secretary of the Charity;

taxable trading means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects;

Trustee means a director of the Charity and *Trustees* means all of the directors.;

written or *in writing* refers to a legible document on paper not including a fax message; and

year means calendar year.

- .1 Expressions defined in the Act have the same meaning.
- .2 References to an Act of Parliament are to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

Subscribers

We wish to form a company with these Articles of Association

**NAMES & ADDRESSES OF
SUBSCRIBERS**

SIGNATURES OF SUBSCRIBERS

Ahmet Nejat Arda
14 Tivoli Road
London N8 8RE
Company director

Ahmet Arda

Mark Garland
20 Tivoli Road
London N8 8RE
Product manager

Mark Garland

Stephen Hoyle
2 Haslemere Road
London N8 9QX
Solicitor

Stephen Hoyle

Sheila Kavanagh
18 Priory Avenue
London N8 7RW
Solicitor

Sheila Kavanagh

Stephen Morpurgo
29 Birchington Road
London N8 8HP
Information technologist

Stephen Morpurgo

Ilana Wegrzyn
10 Wolseley Road
London N8 8RP
Psychotherapist

Ilana Wegrzyn

Nir Wegrzyn
10 Wolseley Road
London N8 8RP
Company director

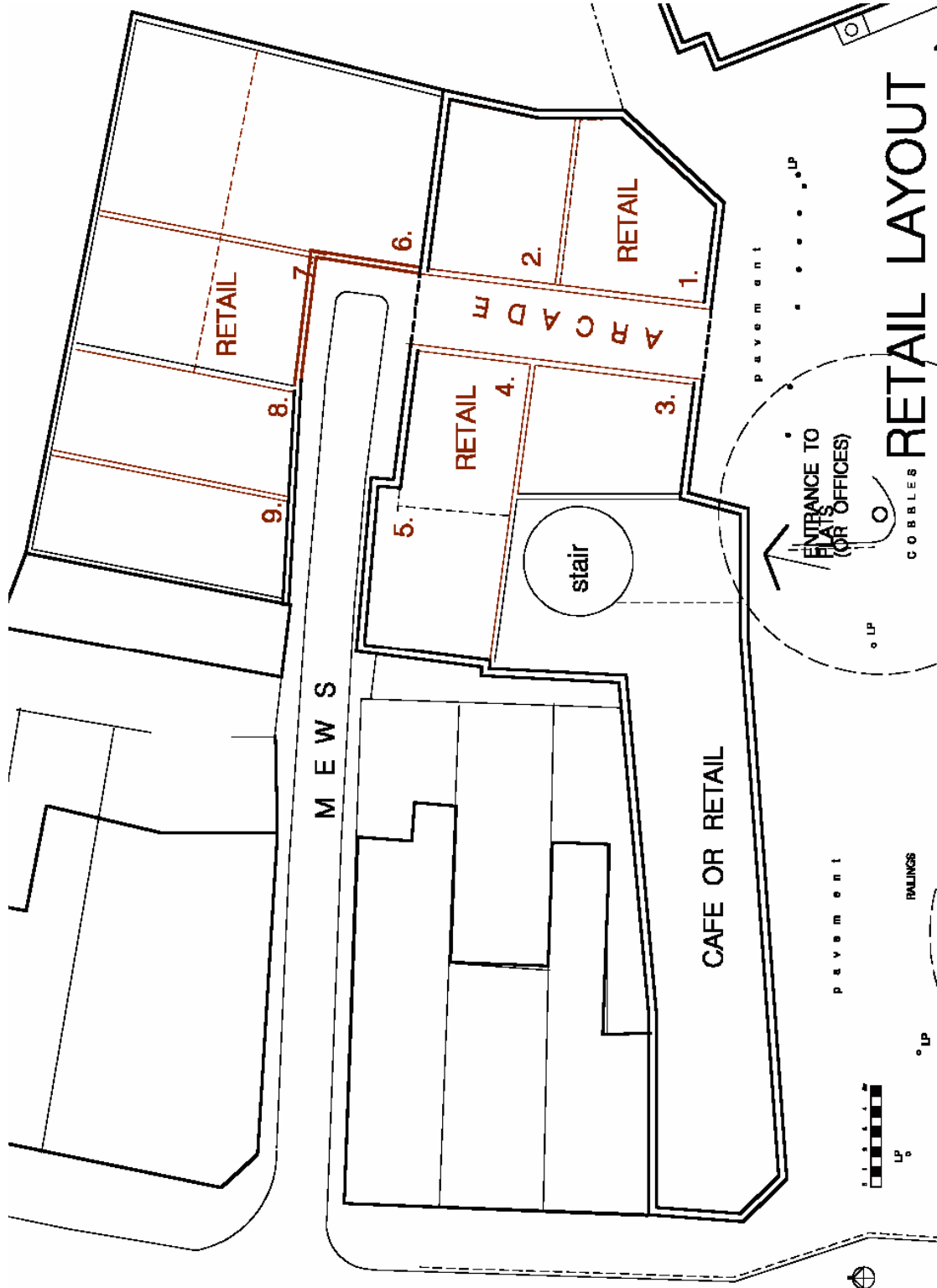
Nir Wegrzyn

Date 1st March 2003

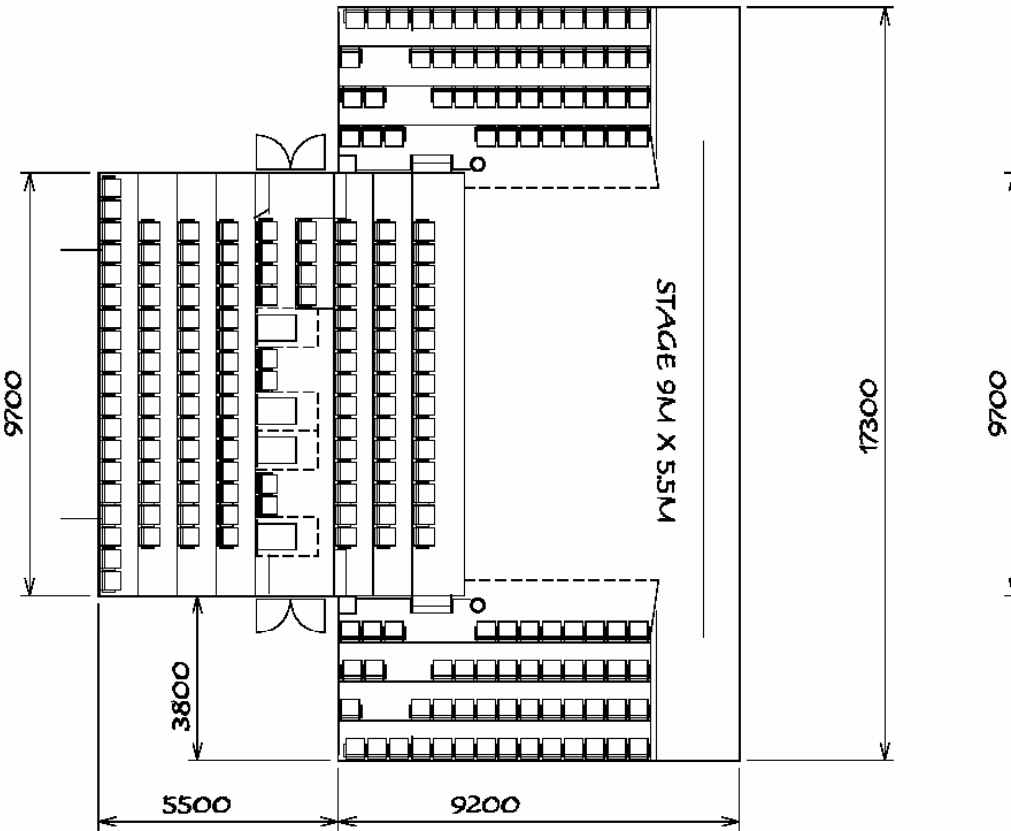
Witness to the above signatures

Selma Gokcen
Garden Flat
1 Wolseley Road
London N8 8RR
Musician

Selma Gokcen

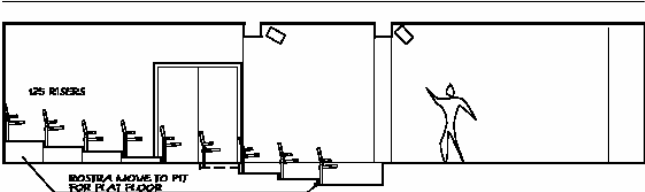


RETAIL LAYOUT

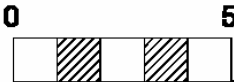


200-223 SEATS
2125 SQUARE METERS

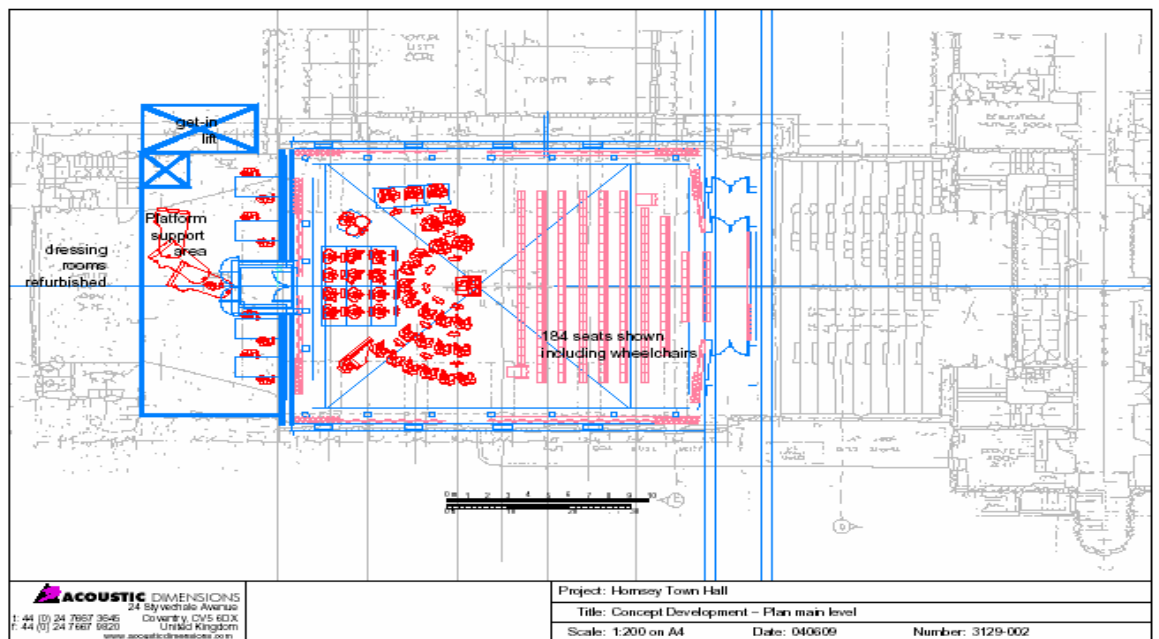
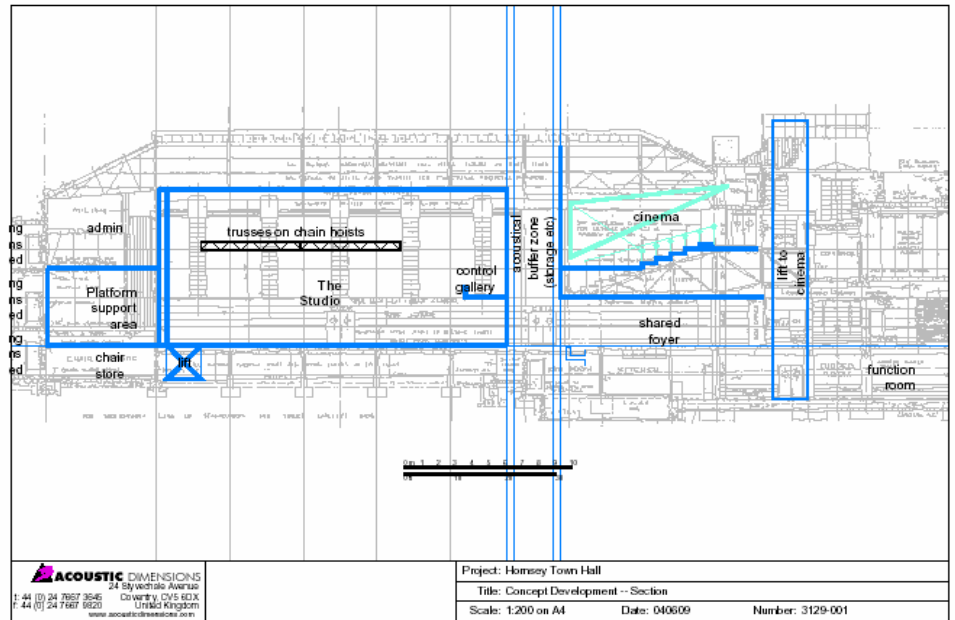
PLAN OF SMALL HALL



SECTION OF SMALL HALL



Hornsey Town Hall Business Plan December 2004





Hornsey Town Hall Trust
Anthony Charnley
Anthony Charnley Architects
138 Mount View Road
London N4 4JT

17th December 04

Dear Mr Charnley,

I write from SAVE Britain's Heritage to express our broad support for the aims and plans of the Hornsey Town Hall Trust. Having studied your documents, it seems that the Trust does indeed have an apparently viable and certainly worthwhile scheme for this important Grade II* listed building, and we hope that this is taken into account when it is decided how to dispose of Hornsey Town Hall. We feel that the most important thing is the restoration of the building, and for it to have a future in which it will not ever fall into decline again. A strong community use would hopefully have that sustainability.

I must also congratulate the Trust on having such a strong team of people to take the project forward- to have all this expertise in one place is so important where the re-use of historic buildings is concerned!

Please do not hesitate to contact me if you require further advice, and good luck in the furtherance of your aims!

Yours sincerely,

Ela Palmer

Tel: 020 7253 3500 Fax: 020 7253 3400
email: save@btinternet.com
www.savebritainsheritage.org
Registered Charity 269129



SAVE LONDON'S THEATRES CAMPAIGN

Guild House, Upper St. Martin's Lane, London WC2H 9EG
Fax: 020-7379-7001 Direct Line: 020-7670-0270
Tel: 020-7379-6000, Ext 170

Councillor Charles Adje
Leader Haringey Council
Civic Centre
High Road
Wood Green
London N22 8LE

11 August, 2004

Dear Councillor Adje,

**HORNSEY TOWN HALL BUILDINGS & CAR PARK
Proposals by Crouch End For People**

The Save London's Theatres Campaign asks that the Haringey Council gives serious consideration and ultimate approval to the excellent proposals from Crouch End for People for Hornsey Town Hall and associated buildings and car park. These proposals, which would include a cinema, theatre and facilities for music, dance and art, are imaginative, forward looking and comprehensive.

They would also include community and communal facilities and propose the retention of the car parking space which would prevent local parking and environmental problems by allowing users and workers to use these facilities.

Apart from preserving some particularly attractive period architecture, the Council will be providing a long term solution for the local use of these buildings while providing an exciting and communally inclusive programme of activities within them.

We urge Haringey Council to give their full support and lend their weight to these excellent proposals.

I would be grateful if you would circulate this letter to Haringey Councillors and the members of your Executive, and request that we are kept informed.

With many thanks
Sincerely

JOHN LEVITT
Campaign Chairman

Founded 1972
Sponsored by the British Actors' Equity Association

(From an email transcript)

Ian Christie
Professor of Film and Media History
Birkbeck, University of London

Vice-President, Europe Cinemas (EU MEDIA Programme)

After our correspondence earlier this year, and my subsequent Presentation at the Advisory Committee meeting, I thought I should put on record briefly my current view of the Town Hall's suitability for a cinema operation. I drew attention to the problems of running a single-screen, or even two-screen cinema from a programming point of view. This led me to Advocate a miniplex as the best kind of operation for a district like Crouch End, maximising the chances of achieving commercial viability.

However, although this solution might be best for cinema and Cinema goes in an ideal world, it obviously contributes nothing to the problem of how to use the Town Hall structure for community and cultural purposes. After the meeting, I introduced Tony Jones of Cityscreen to the CFP group and asked him to examine the current Scheme for three screens within the Town Hall, and a possible occasional fourth. Tony's view, on the basis of his wide experience of operating in heritage buildings around the UK, was that this scheme is viable as a cinema.

I felt it important that the Council and its officers should know this, if you do not already, since it represents the most informed assessment you're likely to find from a successful art-house operator. No-one is suggesting that running such a cinema would be easy, or guaranteed to become a commercial success (very few cinemas are, in reality). But it is certainly possible and should be considered carefully any final conclusions are reached. Compared with other cultural/recreational uses for the Town Hall, in my view it represents the most viable - and the most socially inclusive.

If I can be of any further help to you or those involved with the current discussion, do let me know.

Ian

20/12 '04 14:52 FAX 020 7620 1606

COIN STREET

002

99 Upper Ground • South Bank • London SE1 9PP Tel 020 7620 0544 Fax 020 7620 1606 www.coinstreet.org

Anthony Charnley
183 Mount View Road
London
N4 4JT

17 December 2004

To Whom It May Concern:



I am writing to express our support for the Hornsey Town Hall Trust, and their proposals for the Town Hall.

Community led projects should not be underestimated. There are examples all over London of fantastic community led trusts who have achieved a real and marked change to the area in which they operate. Many of these trusts are sustainable operations, using surpluses derived from income generation to build fund community activities.

Coin Street Community Builders, a development trust and social enterprise is living proof of what is possible when a community comes together with a vision. Following a seven year public campaign, Coin Street Community Builders (CSCB) was set up by local residents in 1984. It has overseen the demolition of derelict buildings, the completion of Bernie Spain Gardens and Gabriel's Wharf, the refurbishment of Oxc Tower Wharf for mixed uses, and the building of 220 affordable homes. CSCB manages and maintains the riverside walkway and Bernie Spain Gardens, produces the annual Coin Street Festival and supports a wide range of local community leisure and arts programmes. CSCB is currently developing a neighbourhood centre incorporating learning and enterprise support centre and family and a children's centre within the same building. And there are future plans for a sports and leisure complex to be completed by 2010.

Hornsey Town Hall has the potential to become a thriving community hub. The Trust and Crouch End for People, have shown their passion and commitment to the project, and their capacity to lead on the project has been recognised. We wish Hornsey Town Hall Trust every success with this project and look forward to working with them in the future.

Yours sincerely

A handwritten signature in black ink, appearing to read "Sarah Reid". The signature is stylized with a large initial 'S' and 'R'.

Sarah Reid
Learning and Enterprise Support Manager
Coin Street Community Builders

Performance Arts User Consultation

User Report- Assembly Hall, HTH

Addendum

Everyone says: Medium size/ mid-range venues are much sought after in London and getting scarcer all the time.

Looking for a North London home: BBC Concert Orchestra
Crouch End Festival Chorus
Possible residency: London Mozart Players

Stage: Average size rehearsal ensemble: 35-45 players
Variable ...up to 130 singers on risers (10 or 11 rows)with 4 soloists and orchestra.

Recommendations:

- Good acoustics are paramount. The ensembles will not return if the acoustics are poor
- Open, bright space for rehearsal with some daylight.
- Good unloading/loading access
- Car parking spaces essential (10 places minimum)
- Flexible space for the stage; orchestral/ choral works and more intimate events
- Good lighting: As much vertical light as possible, not angled as it gets in the musicians eyes. High enough not to heat up the stage. It is important to calculate the heat factor in all stage lighting.
- **Green room with kitchen space if possible.**
- 2 sessions a day are the norm
- Stands and good chairs, and a Steinway concert grand are the usual in rehearsal venues
- Two large dressing rooms for players...3-4 for the conductor and soloists

**Hornsey Town Hall
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Hornsey Town Hall: Users (Venue) Research						
	People	Average Rate				
	Performers	Preferred Venues	3 hr	Day	Requirements	Comments
Academy of St Martin's in the Fields	15-80	Maida Vale 400, Amadeus 150 170, The Warehouse	200	400	Steinway, limited parking	Would travel to North London
BBC Concert Orch	60	Phoenix, Watford C, LSO St Lukes, Hackney, Walthamstow, Maida Vale		1150	Acoustics extremely important	Need N. London home
Britten Sinfonia	30-40	Amadeus, Warehouse, Maida Vale			Stands, good lighting	
City of London Sinfonia	45	Henry Wood Hall, LSO, Bishopsgate	400		Tend to rehearse in central locations	Good acoustics, good lighting
Crouch End Festival Chorus	130 singers	Barbican, RFH			Choir on risers	Need N. London home
Highgate Choral Society	160 members	All Hallows, Gospel Oak Church	400/ performance		10/11 rows of singers on risers	Possible use
London Mozart Players	19-50	The Warehouse, Cecil Sharp House			car parking spaces 10-15 essential	Interested in a residency in HTH
Orch of Age of Enlightenment	Up to 60	The Warehouse, Amadeus Centre			Parking is essential- 5 spaces minimum	2 sessions a day is the norm

**Hornsey Town Hall
Business Plan December 2004**

Main Space												
Type	Size				Fee (peak hourly rate)						Parking	Comments
	People		Space sq m	Space sq ft	Small Ensemble		Large Ensemble		VAT Incl.	Service*		
	Performers	Audience			Hourly	Daily	Hourly	Daily				
Theatre Space		163	Stage is 8m x 7 m		50	500	50	500	no	none	Local	
Rehearsal/Venue			21x20 /15 m2		166		200	1500	no	yes	Limited performers	166 for 3 session day
Studio 1	72		20x 10x 10				HD 192	*	no			* +60 for piano
Studio 2	32		11x6x6				HD 156	*	no	yes		* +60 for piano
	311	243							no	no		In house productions
Peak		1128		96x47			149.5		no	yes		built in sound system
Off Peak		1128		96x47			309		no	yes		built in sound system
Rehearsal				103x77			128	1150	no	yes		
Performance				103x77				2500	no	yes		set-up, cleaning, ticket printing
Reh/Perf	150	220	756 m2				230	1600	no	yes		
Rehearsal			283 m2				50	426	no	yes		
Reh/Perf	under refurbishment		283 m2		HD 500		FD 1000		no	yes		
Lyndhurst Hall	80	n/a	300 m2				300		no	yes		Min 6 hrs, 280 negotiable
Studio 1	130	n/a	25x15				150	1500	no	yes	100 cars	30-35 /hr for smaller space
PerformanceHall	85		14m x 10m				170/200	290/400	no	no		
Lower Hall	35		11m x 10 m				100	160				
Kennedy Hall			24x15				HD 350	700	no	no		no chairs, piano, stands
Trefusis Hall			18x14				HD 350	500	no			
Rehearsal			20x33x10				133		no	yes		
Theatre Stage	see details							3500		yes		
		300-1000	27mx34m					2500	yes	services are extra		
Main Hall		300 people					70-95					
Grand Hall				5500 sq ft				3350	no	Banqueting	yes	
Church	160					400		400		yes		

Winton Nightingale
Preliminary catering report

by:
Mary Nightingale
Winton Nightingale
Catering Consultancy Limited

3 December 2004

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1.00 INTRODUCTION

This summary report presents the findings of our initial research into the potential for catering and bar services at Hornsey Town Hall. It is based on information supplied by Hornsey Town Hall Trust Ltd and observations made on two site visits:

Friday 12 November : external and internal visit
Wednesday 17 November : external visit only, including overview of local area
competition.

Comparisons have also been made with other community arts projects with which the consultancy has had a recent involvement, e.g.

artsdepot, Barnet
Toynbee Studios, Whitechapel
Worthing Dome Cinema

The study aims to present a broad strategy towards the provision of food and drink services, identifying the various sectors of demand and suggesting ways in which to respond, whilst maximising the income generating potential of the project.

The opportunity presented by the Piazza is also taken into account.

2.00 OPPORTUNITIES

2.01 Demand

The building occupies a prominent position within the community, and as such it will act as a draw in its own right, encouraging use of its facilities as a leisure activity destination. With its distinctive architecture and attractive continental street-scene bordering the Piazza, it has high local recognition and this also helps strengthen the attraction of the venue, both for individual use and for events.

The largest catering demand however will be drawn from the other activities going on in the building:

	<u>Max numbers</u> (approx)
▪ Cinema	250
▪ Main Hall performances and rehearsals	250
▪ Studio theatre performances, rehearsals or function room	200
▪ Building Staff	250 + public
▪ Council Chambers & committee rooms	70

The demand at peak times could be significant although there will, by contrast, be days when building use is limited and catering demand uncertain. The challenge is in creating a facility of sufficient flexibility to respond to the varying needs of these different user groups, and to adapt to accommodate fluctuating numbers.

2.02 Demand - type

Category	Nature of Demand	Proposed Provider & Location
Cinema	Snacks, hot drinks, soft drinks, confectionery, ice-cream Fast-service, take-away Brand names Post show bar	Cinema operator Piazza catering Performance Bar
Main Hall: Audiences	Pre-performance – bar drinks, tea & coffee, snacks, ices, confectionery, light meals Interval - bar drinks, ice-cream, confectionery Post performance – limited demand Potential bar sales	Piazza Catering Performance Bar/Café Bar, ground floor
Main Hall: Performers, cast & crew, Rehearsal hire	Value hot & cold lunches and suppers Hot & cold drinks Bar drinks Artistes’ riders Green Room service?	Back-of-house (staff or Green Room) or use ground floor Café Bar
Main Hall: Events/ Functions	Pre-booked catering and bar services to support a range of activities. Delivered to the room from main kitchen below.	In-house <u>or</u> external approved caterers.
Studio Theatre	As for Main Hall, including rehearsal hire	

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<p>Studio Function Room, e.g.</p> <p>Pre-booked functions</p>	<p>e.g. buffets/canapé receptions sit down dinners presentations, meetings, exhibitions.</p> <p>Drinks reception and cloaks Temporary bar service</p> <p>Function food delivery system (hot & cold trolleys; holding area and servery) Access to and from main kitchen and dishwash</p>	<p>Provided by in-house caterers <u>Or</u> Approved external caterers.</p>
<p>Building Staff</p>	<p>All day hot and cold drinks (vended or self-brew) Drinking water Value light meals, sandwiches Take-away or eat-in, informal staff dining area, e.g. deli or coffee-bar (combined with Green Room facility?)</p>	<p>In-house caterer.</p> <p>Piazza catering</p>
<p>Council Chambers & Committee Rooms</p>	<p>Pre-booked light refreshment service delivered to rooms. Tea, coffee, soft drinks Pre-booked bar</p>	<p>In-house caterer.</p>
<p>General Public (visiting council/CAB)</p>	<p>Tea, coffee, water Light snacks</p>	<p>Piazza catering</p> <p>Ground floor Café Bar</p>

3.00 COMPETITION

There is a good choice of places to eat and drink, local to Hornsey Town Hall, and signs that trading levels are good. The market does not seem to be particularly price sensitive and we believe that there is room for more, good quality operations in the licensed, mid-spend sector.

The following businesses were identified during our brief survey as being of note locally:

- | | |
|---------------------------------------|--|
| * The Creamery | 60 seat licensed café.
Scrubbed pine, trendy. |
| Mazgal | Turkish café |
| Broadway Deli | Deli take-away + café |
| Hot Pepper Jelly | |
| Penang Satay House | |
| N8 Bistro | Mediterranean |
| O's Thai Café | |
| * Money Nuts | Steak house |
| Florians | Café bar/restaurant |
| Barbella | Café bar |
| * Café solo | Informal, licensed café |
| Patisserie Sable d'or | High class cake shop + café |
| KFC | |
| * All Bar One | |
| One more daisy | Licensed restaurant |
| South African Café bar | |
| * Starbucks | |
| * All busy units, lunchtime, mid-week | |

Customer Base :

Local workers

Young mums

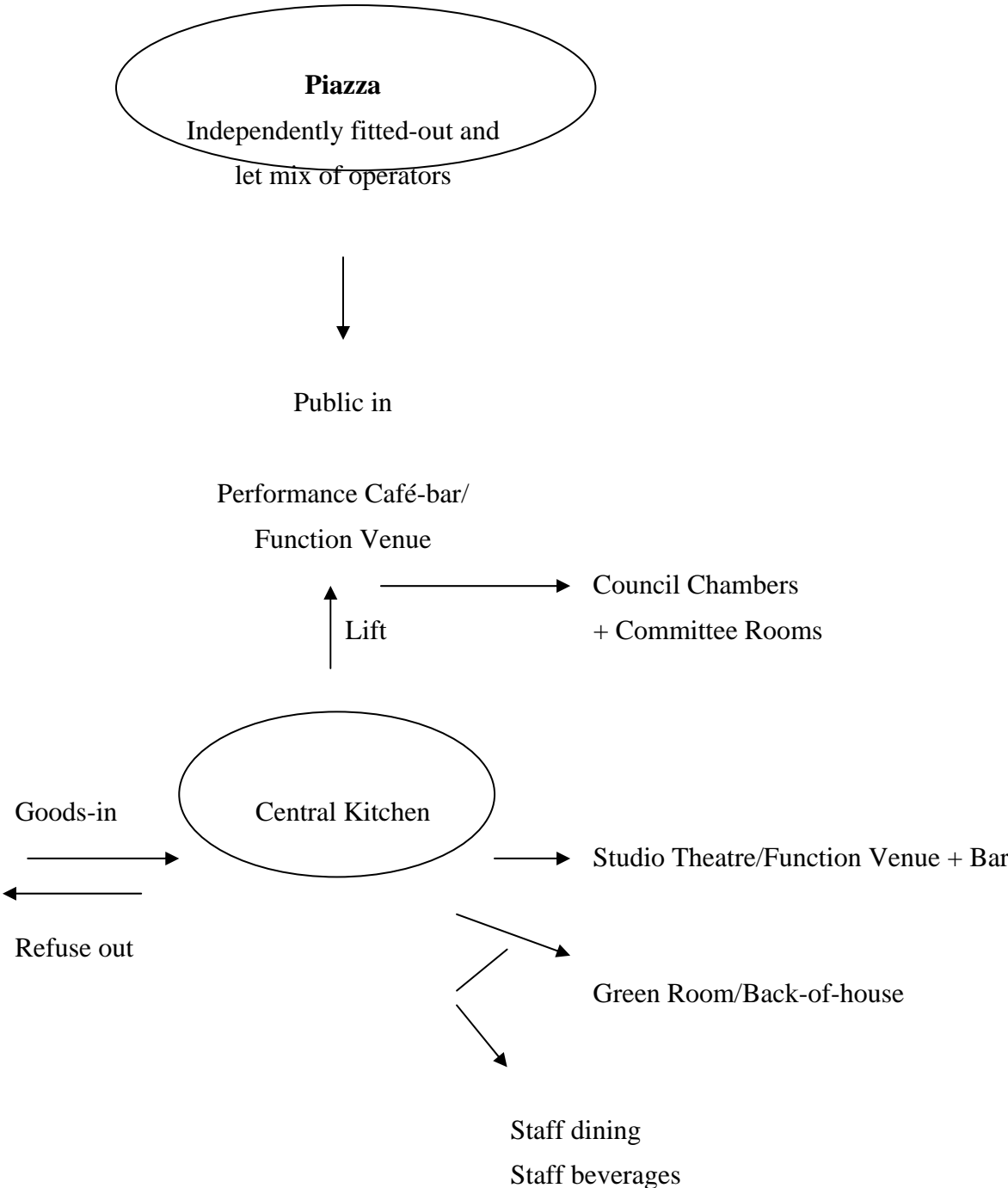
Children post-school

Business meetings

Couples plus singles (teens to thirties) in evenings

4.00 PROPOSED FACILITIES

The schematic below illustrates the relationships between the proposed catering and bar areas:



A restaurant is not part of the proposed internal mix for the Town Hall due to the degree of choice available locally, and the potential offered by the Piazza to create a lively café street scene.

4.01 Central Kitchen

A full strip-out of the existing lower ground kitchen is required and removal or sale of old equipment (some of the original cooking equipment may be of historical interest). A full survey of incoming services and ventilation will be necessary and considerable work required to restore the facility to a condition in which it can meet current legislative standards.

Subject to this being achievable, our recommendation is as follows:

- Retain kitchen in existing location
- Create improved goods check-in area and refuse areas
- Install new electric lifts
- Plan kitchen to function as a self-contained operation, able to produce a good standard of food using fresh ingredients, to supply all the catering services in the building, e.g.
 - Staff dining and Green Room
 - Performance bar food
 - Functions and events of all kinds, up to 300 covers at any one time
- Incorporate sufficient storage, preparation and handling areas to cater for up to 300 function covers, anything over this size to be supported by off-site production and additional equipment hire as necessary.
- Wash-up, wash and lockable COSHH chemical store
- Trolley storage and loading area
- Function equipment storage
- Caterer's officer (minimum 2 desk spaces, safe, storage)
- Catering staff toilets (1 male, 1 female), changing area and lockers for up to 20 staff

4.02 Function Catering

There are two prime areas suitable for banqueting and event hire:

- Ground floor Performance Bar
- Lower ground Studio Theatre

The Council Chamber and two committee rooms may also be available.

The Performance Bar will require a small service kitchen adjacent, to which the hot and cold food trollies will be delivered and from where food will be served, empties returned, etc.

The Studio Theatre can be served directly from the central kitchen.

Events which might be catered for include weddings, Bar Mitzvahs, funerals, celebration parties, product launches, exhibitions, business seminars and conferences. (Note: high standard IT and Audio Visual capabilities will be required)

There is potential to create a link with the cinema for joint marketing of the venue, combining private film screening and event catering.

4.03 Performance Bars/Café-bar

The ground floor performance bar has a good direct link with the kitchen below and is therefore well placed to offer a food service in addition to bar sales. We propose that a café-bar environment is created, allowing greater flexibility of use than a performance related bar only.

A café-bar with free-standing tables and seating for around 50-60 has the potential to cater for the daytime in-house trade (building staff, visiting public, performers, crew and rehearsing artistes) as well as attracting local and passing trade. A suitable offer might be:

- 10 – 4pm opening (could test early breakfast opening 8 – 10am)
- Eat-in and take-away sales
- Deli-café style counter
- Quality espresso coffee-based menu, teas and hot chocolate
- Cold drinks, juices and smoothies
- Made-to-order sandwiches, salads and snacks
- Fresh soup
- Daily hot dish(es), produced in kitchen below, e.g.
 - 1 x carbohydrate based, e.g. noodles/couscous/pasta
 - 1 x hot salad based, e.g. salad greens, with hot soy dressing and sesame chicken.
- Home-baked cakes
- Fresh fruit salad, yoghurt and fruit mixes
- Cold food collected and paid at counter; hot food ordered and paid at counter, delivered to table

The pre-performance and interval drinks service must be fast and efficient from a minimum of 4 purpose-designed drinks dispense and EPOS points. Chilled cellar back-

up with glass-washing and storage is essential to the rear of the bar. Draught keg beer or bottled to be decided.

The Studio Theatre will also require access to a bar, but this could be a temporary bar erected on an as-required basis in the room, or alternatively audiences could be directed to the Performance Bar above.

4.04 Green Room/Staff Facilities

If a café-bar is created in the ground floor, this could also serve as a staff and performers' facility, potentially offering a discounted service to identity card-holders.

A back-of-house pantry for self-brew hot drinks or a vending area would meet the requirements for hot and cold drinks and 24 hour snack services.

4.05 Piazza

It will be important to create a lively and attractive frontage to the project by development of the Piazza. Obtaining a license for pavement seating and for drinks service to these tables will be a major draw and is likely to encourage interest from operators. We suggest that at least one, established licensed restaurant operator (table-service, mid-spend) should be attracted and that this should be done either by national advertising or through a specialist agency, inviting competitive proposals for The Powerhouse unit.

Alternatively the projecting wing of the Town Hall could provide a suitable venue for a destination restaurant. Due to the commercial risk attached to developing this site, we recommend that this is let as a shell for tenant fit out, on a commercial lease.

5.00 FINANCIAL PROJECTIONS

5.01 Turnover

The following projections must be taken at this early stage as very broad estimates only of the potential offered by the site and would be subject to a more detailed business appraisal at a later stage. These figures are based on a full fit-out of all catering areas by the Trust, with no external caterer investment. Any injection of capital by a catering operator will have an impact on rental contribution, on lease terms and flexibility.

Approx Annual Sales Range

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(net of VAT) £

Café Bar

60 seats

6 day opening 10 – 4

250,000 – 300,000

Performance Bar

@ £500/performance x 2/week

x 50 weeks

50,000 – 80,000

Events & Function Catering

10 @ 150 covers @ £40pp : 60,000

20 @ 50 covers @ £20pp : 20,000

80,000 – 200,000

30 @ 10 covers @ £10pp : 3,000

Total 380,000 – 580,000

Notes:

- 1 Café-bar projections based on all day food and drink offer as described in recommendations, and on staff, cast and crew use.
- 2 Performance bar projections will inevitably respond directly to audience numbers and without these it is impossible to make reliable projections.
- 3 Function and event sales will be subject to quality of fit-out, marketing effort, standard of facilities and service. The potential to build up a strong local reputation is enormous but dependent on professional management.

5.02 Income

Return to the Trust will be greater if the services are run in-house by a directly-employed catering team, however this is a high risk route and we recommend out-sourcing to a professional company. There will be interest in this contract from a number of established caterers with experience of venue catering and of marketing events and functions. The level of income contributed by the caterer to the Trust should be linked to turnover and this could be in the region of 10-12% for a fully-fitted facility, on a 3-year term contract. Thus generating between £38 - £45K to up to £58 - £70K or more, subject to the success of the building as a venue.

5.03 Operating Exclusivity

To attract the very best terms from a catering company, exclusivity of contract is generally a pre-requisite. However, there are several venues where this is applied with exceptions built into the contract to allow the flexibility to bring in specialist caterers on an event by event basis, when this is appropriate. For example, approved Kosher or Indian caterers may be on a select list available to clients when booking a function. The resident caterer normally requires the incoming event caterer to pay for cleaning the premises after the event, re-imburse any damage, breakages etc., and a payment for loss of income may also be made. One example of this type of arrangement may be seen at Arts Depot, Finchley, which opened a few weeks ago with an out-sourced catering and bar service, on a 3 year contract, with partial exclusivity. Kosher catering is expected to be a regular requirement.

5.04 Alternative Fit-out Options

Instead of fitting out a full kitchen, an entirely separate event caterer's kitchen can be created, providing power, sinks, drainage, basic refrigeration and prep surfaces, but no equipment, on the basis that food is brought-in either pre-prepared and hot, or chilled for re-heat in situ. All dish and glass washing is taken off premises for washing by the operator. This is an established method, however the food quality may be inferior in terms of freshness and appearance, in comparison to food cooked fresh on site.

Furthermore, this process will require a properly (hygienically) finished caterer's food handling and re-heat area, with good ventilation and adequate services (power, drainage). Event caterers' (unequipped) kitchens have been installed in the Royal Academy of Arts, Piccadilly and at Brighton Dome for major events.

There are obvious drawbacks to this approach:

- Loss of income – reduced commission payable by external event caterers (in the region of 5% of net food sales).
- Reliance on external catering companies, reduced level of client control in comparison to having a resident caterer.
- Due diligence controls must be in place to ensure compliance with current food hygiene and safety legislation by all operators.
- Loss of flexibility to respond at short notice to demands for catering.

However, the high profit-generating bar and wine sales could be retained by the resident caterer, on which a higher commission could be paid.

5.05 Operator Investment

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There are opportunities for operator investment, or contribution to fit-out costs but, based on current experience, there are few caterers willing, or indeed able, to invest sums of more than £50K in an individual contract. Compass seems to be the only company currently able to approve expenditure of up to £100K and they are unlikely to offer this on a project such as Hornsey. Long contracts (8-10 years) are likely to be sought in return for making investment.

5.06 Conclusions

A number of options for funding and fit-out are available to Hornsey Town Hall from total finance of fit-out at around £240K minimum cost, to a more cautious approach to fitting out the lower cost and high income generating areas of the bars and foyer café, and creating a minimal event caterer's shell kitchen only for functions.

In this latter option it may be possible to secure a degree of investment from the selected operator, into the cost of fitting out bars, probably in the region of £20 - £40K. The two principal options are summarised below:

	Option 1 £	Option 2 £	Notes
Café Bar	74,500	74,500	Operator contribution possible >£40K
Additional cost, support kitchen and back of house	-	tba	
Basement Kitchen	160,500	-	
Event Caterers Kitchen	-	tba	
Cellar	4,000	4,000	Brewery contribution possible

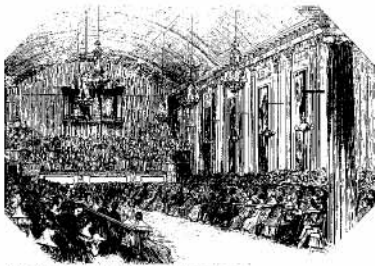
Exclusions (apply to both options)

- Extraction canopies
- Crockery, glassware etc.
- Vending
- EPOS
- Catering Lift
- Fit-out and finishes
- Removal of existing equipment
- VAT

Town Halls

The forerunners of Hornsey Town Hall are the classic eighteenth and nineteenth century Town Halls such as those in Leeds, Liverpool and Birmingham.

These halls were multi-purpose halls, accommodating a wide range of uses including banqueting, civic meetings, exhibitions and concerts. The halls had an important role as music performance spaces: the Hanover Square Rooms, for example, were London's principal concert hall from 1784-1884, and Town Hall Birmingham was that city's concert hall from 1835 to 1991.



Hanover Square Rooms



Leeds Town Hall

This model of the Town Hall as multi-purpose performance space was sustainable for nearly two centuries. The acoustical requirements of different events were met by making the room surfaces reflective so that the reflected sound would "amplify" speech or music from the platform. In those days, public speakers had to speak loudly and clearly (and slowly) in order to be understood by their audiences.

AUDITORIUM DESIGN

The Public Halls at Hornsey Town Hall, designed by architect R H Uren in 1934 – 1935 representing a continuation of the formal classical tradition, but addressed the less formal music performance requirements of the day – for dances and big bands.

The large balcony at the back of the auditorium and the proscenium separating a partial stagehouse result in a performance space has all the charm of an over-large school hall. This form of auditorium does not meet our contemporary requirements for drama, dance, unamplified or amplified music or speech events.

To bring the hall back into use for the similarly wide range of events for which it was originally designed requires significant changes to the form of the auditorium.

ACOUSTICS FOR AMPLIFIED SOUND

The technical requirements of acoustics for multi-use rooms have changed, largely through the development of electronic sound systems for speech and amplified music. Speeches in public are now generally made with a microphone, and the speed of speech is closer to that of ordinary conversation; amplified music now uses powerful sound systems. The room acoustic for these uses is no longer required to amplify the sound but instead to provide a "dry" acoustic to maximise clarity and intelligibility.

To meet this requirement, it is essential to provide a large area of sound-absorbing drapery which can be extended to cover much of the wall surface in the hall. The proposals are to install retractable curtains on the side and rear walls of the hall.

For amplified music or speech, the draperies will be extended to absorb sound and create a dry acoustic; for non-amplified music the draperies will be retracted, maintaining the natural reverberance and loudness of the hall.

The draperies will be mounted on heavy-duty curtain tracks, and will retract into storage pockets when not required. The change-over from one setting to the other can then be achieved by a single technician in less than 30 minutes.

ACOUSTICS FOR UNAMPLIFIED MUSIC

The acoustical requirements for unamplified music in the twenty-first century have not changed at all from those of the eighteenth century.

Our acoustics proposals for the hall will raise the standard of the acoustics of the room for non-amplified music events -- making the hall into a music studio which incorporates state-of-the-art acoustical design similar to that in the Saint Paul Chamber Orchestra rehearsal/performance space in Minneapolis.



Saint Paul Chamber Orchestra rehearsal/performance space, completed 2004

THEATRE PLANNING

An auditorium requires support spaces including dressing rooms and administration spaces. For an upper-floor studio, however, the provision of a large goods lift and a "platform support area" where cases can be unpacked and temporarily stored are essential.

The performance sound and lighting controls will be located in a control booth at gallery level. This will afford excellent sightlines to the platform areas.

Flat floor will be rated throughout for use as a stage area. It is envisaged that temporary rostra, in conjunction with a forestage lift, will allow the flexibility to form a stage in any area of the room.

Overhead rigging will be provided from strong points, lighting bridges and aluminium trusses.

-AD041226

04060 / Hornsey Town Hall – Structure

Auditorium

There are a number of vertical cracks in the brickwork on the external face. It is anticipated that these result from corrosion of the steel columns that are built into the external façade, as this is symptomatic of this type of problem. An intrusive investigation will be required to confirm this.

There is a long vertical crack at the rear of the building next to the stage door. This is showing signs of rotational movement. There are service duct covers in the hard landscaping in this corner, tight to the building. It is possible that the foundations of the building have been weakened in this corner as a result of the number of services penetrating the building in this corner, although the crack may have been initiated by corrosion of a steel column and the settlement is a further complicating factor. An intrusive investigation will be required to confirm the reasons for the cracking, before any repairs are carried out. One way of strengthening the foundations is to use mini piles cored through the pad foundations as it is proposed to use this technique to improve the load carrying capacity of the foundations elsewhere in the building.

It is proposed to acoustically treat the ceiling by adding layers of ply and plasterboard to the existing steel trusses. It is also proposed that catwalks and lighting gantries be hung from the ceiling, which will further add to the load on the existing trusses. The proposed 1 tonne load at 3m c/c from the lighting gantries and catwalks will add about 85kg/m² to the weight of the roof. The load from the acoustic treatment will be about 45kg/m². This may be doubling the weight of the existing construction. The existing structure of the trusses should be determined and analysed, as it is relatively easy to improve the strength of a truss by strengthening particular critical members and their connections. For the purpose of preparing a cost plan it is suggested that an allowance of 30kg/m² of new steel work be allowed for, as would suffice for an entirely new structure to support these loads, along with the complications of erecting such steelwork at such a height..

In order to cater for the additional load it is likely that the foundations will also need to be strengthened. We would propose using mini piles cored through the existing pad foundations as being the easiest and quickest method of strengthening them.

The existing dance floor of the auditorium will need to be upgraded to carry the heavy point loads from such things as pianos and movable seating. A new floor construction using lino on a sacrificial layer of MDF on 2 x 18 plywood, with staggered joints on 50 x 7 battens on neoprene pads has been proposed.

Galleries

It may be possible to also hang the proposed new galleries from the roof trusses, however this brings the additional problem of sightlines and the need for fire protection measures.

An alternative solution is to use an arrangement of two beams and a column in a "C" shaped structure, with the back of the C tight against the auditorium walls and the top leg of the C being a cantilever beam to support the balcony.

Cinemas

The existing cantilevered structure of the existing balcony of the auditorium is to be adapted such that it is propped by new columns supported on new foundations. This will allow the structure to carry the new loads from the proposed acoustic partitions that will be used to isolate the individual theatres.

The existing projector room can be used, although the equipment will need to be special to avoid a conflict with the existing secondary trusses.

Storage Under Stage & Forestage Lift

The floor of the existing building can be lowered such that it specifically doesn't undermine the foundations of the existing building.

Small Hall

It is anticipated that the floor of the existing building can be lowered without undermining the existing foundations, in order to achieve the required layout,

Stairs & Lift

It is anticipated that the lift pit may require the existing foundations to be lowered locally. The lift pit walls may then be used to support a new stair case structure.

Small extensions at first floor level

Most single storey buildings inevitably have foundations that are sized on practical reasons, not for the loads they carry. It is anticipated that new lightweight construction can be added to the existing building without further strengthening work being required.

HORNSEY TOWN HALL

Feasibility Report December 2004
Mechanical and Electrical Engineering

INTRODUCTION

This report provides a general overview of the mechanical and electrical services implications for the works proposed at this stage. The report concentrates on the Town Hall auditorium where major refurbishment work is planned. Mechanical and electrical services for other buildings on the site are not discussed.

A preliminary assessment of the options for replacing the auditorium ventilation system has been undertaken as part of this study.

Access to the site and to existing services documentation was limited during the period this report was prepared and therefore certain assumptions have had to be made about the existing services provision.

It is assumed that limited work is required to the existing systems outside the main auditorium block, that these have been well maintained and documented, and comply with current standards (eg IEE Regulations, Gas Safety Regulations etc). It also assumes that Building Control, Licensing and the Fire Officer will not require any significant upgrading of the general and life safety systems outside the main auditorium block.

ENVIRONMENTAL POLICY

Performing arts buildings are often a focus for the local community and as such, should be seen to be promoting and implementing 'environmentally responsible' policies while encouraging sustainable development. This is especially important for concert halls, cinemas and theatres, which by their nature can be high energy users, where relatively minor improvements can result in significant reductions in energy consumption.

The proposed works are an opportunity for the Trust to contribute to promotion of energy efficiency in the local community. The adoption of sustainable design solutions where appropriate and the selection of energy efficient plant and controls should be viewed as a priority if this strategy is to be successful.

The following are examples of the options that will be investigated further as the design progresses:

- reducing heat loss in winter by improving the thermal performance of the building fabric, retaining heat in the thermal mass of the building, and recovering heat through the ventilation system;
- reducing heat gain in summer by solar control;
- using natural ventilation where appropriate;
- avoiding full air conditioning;
- improving controls for the heating and ventilation systems;
- using daylight in preference to artificial lighting; and
- using energy efficient lighting and improved lighting controls.

The amount of energy saved by these measures is difficult to assess as it heavily dependent on how the building is used. Also the main auditorium is not currently in operation and therefore the energy use in future is likely to be greater compared to the energy use at the moment. However the aim should be to reduce the running costs by 25% as a realistic, achievable target.

MECHANICAL SERVICES

Auditorium Ventilation - Existing

The auditorium is served by existing plant in the lower ground floor air handling plantroom. Supply and extract air is distributed around the building by a combination of builderswork and galvanised steel ductwork. Supply air appears to have been introduced through apertures at high level, with extract through grilles at low level via ductwork running below the floor. The auditorium is mechanically ventilated with no cooling.

The plant has not been operated for some time and is at the end of its economic life and should be replaced. Given the significant changes the proposed new building works will impose on the auditorium ventilation system, it is proposed that a completely new system be provided.

Auditorium Ventilation – Proposed

Where possible, the existing distribution strategy will be retained but reversing the high level supply and low level extract system. The logic behind this is that the cooler fresh air should be introduced at low level where the people are, and the air that has been heated by the lights and people collects at high level where it should be extracted. It is assumed that smoking will not be permitted in the building.

A new air handling unit will be provided exclusively for the use of the main auditorium. This will supply filtered and heated air to the auditorium via the underfloor plenum, to slots in the side walls. The possibility of using the thermal mass of the plenum to provide some pre-cooling of the supply air

will be explored. The existing builderswork ducts will be retained, cleaned internally, and re-used where appropriate. Options for relocating this plant will be explored in the next stage order to free up space in the lower ground floor plantroom.

Air will be extracted at high level from the auditorium, and returned to the air handling plan for exhaust or recirculation.

The proposed air distribution will make best use of the external air that could be cooled naturally by the thermal mass of the plenum. As such active cooling is not being proposed for the main auditorium but provision will be made for a cooling coil to be installed in the air handling unit at a later date, if it is thought necessary.

The possibility of storing heat in the plenum in winter to pre-heat fresh air will also be explored.

Speed control of the supply and extract fans will be assessed to establish if this would provide significant energy usage savings.

A new control system will automatically adjust the amount of fresh air and heating supplied to the space in response to changes of temperature within the auditorium. More sophisticated controls will be considered further as the design develops, including CO₂ sensors to control the amount of supply/fresh air required in relation to the number of people present.

Methods of controlling the solar gain and heat loss through the existing walls, roof, rooflights, and windows will be considered in the next stage.

Acoustic treatment will be incorporated in the ventilation system, with sound attenuators and acoustic lining to ductwork.

Cinema

Dedicated supply and extract plant for the cinema spaces will be required. This is likely to require comfort cooling (preferably designed to take advantage of free cooling using night time fresh air). It is possible that the cinema ventilation and cooling could be done as part of a stand-alone cinema fit out package. New air handling plant will be located in the lower ground floor plantroom, and heat rejection plant located on the roof opposite the projector room.

Dedicated ventilation for the projectors will be provided if required by the Local Authority.

Multi Use Small Hall

The supper room is currently fed from a branch off the main auditorium ventilation system. It is proposed that a dedicated air handling unit be provided in the lower ground floor air handling plantroom to serve this space, to allow it to be used independently to the main auditorium and so reduce running costs. The existing underfloor duct route will be retained. It is assumed that cooling will be required in this space.

Film Club and Bar

The existing opening windows will be retained to provide some opportunities for natural ventilation but this will be supplemented by mechanical supply and extract ventilation. It is also assumed that cooling will be required in this space.

Council Chamber

The council chamber is presently fed from dedicated air handling plant located in the tower. Again, this system is not operational and at the end of its economic life. This will be replaced with new supply and extract air handling plant and ductwork, located in the tower plantroom. No cooling is proposed for this space.

Methods of controlling the solar gain and heat loss through the existing glazing will be considered in the next stage.

Kitchen Ventilation

Dedicated extract systems will extract air from the kitchen and servery areas to discharge above roof level. Make-up air for the kitchen could be provided by either natural ventilation through windows or by a mechanical supply system providing a tempered (not cooled) fresh air supply.

Mechanical extract ventilation will be required for the ground floor performance bar kitchen and kitchenette areas.

This will be assessed as the design progresses and the catering requirements become clearer.

General Ventilation Systems

A general supply air handling unit will provide tempered (not cooled), fresh air supply to the toilet areas and to other general areas that require mechanical ventilation.

A dedicated toilet extract system will extract air from the toilets.

Water and Gas Services

It is assumed that the existing cold water storage tank in the tower can be retained and reused.

The existing electric point of use water heaters will be removed. A new hot water calorifier will be provided in the boiler plant room to serve the sanitary facilities, kitchens, and dressing rooms. The existing hot and cold water distribution pipework to these areas will be replaced.

Sub-metered water and gas supplies will be provided for the retail unit.

Above and Below Ground Drainage

New above ground drainage and rainwater pipework will be provided to connect to sanitaryware and roof drainage in new and refurbished areas.

The existing below ground drainage will be reconfigured as necessary to suit. A CCTV condition survey will be carried out to identify any problems with the existing pipework and existing manholes and petrol interceptor will be inspected.

Building Management System (BMS)

The new installations along with some of the existing main plant elements (boilers, etc) will be controlled by a computer based building management system. This will enable control from a central point and will have features such as instantaneous condition monitoring, condition logging facilities, fault monitoring, etc. Meters will be installed on large items of plant to provide better monitoring of energy consumption. The system will allow for future expansion and could be connected to other buildings on the site for centralised control and energy management.

ELECTRICAL SERVICES

General

No NICEIC certificates have been made available however it is assumed that substantial parts of the electrical installation will need to be replaced or modified to bring them up to compliance with current standards.

The existing main switchgear has exceeded its design service life and should be replaced with modern switchgear.

Main Power Supply

The existing electrical supply to the building appears to be adequate for the present use of the building. However the proposed building works are likely to add significantly to the existing load and it is assumed that the incoming power supply will have to be upgraded to cope with this increase.

A sub-metered supply will be provided to the retail unit.

General Power

The existing electrical distribution system will be extended and adapted to serve the refurbished areas of the building. New distribution boards will be installed to new areas with final sub-circuits to the various power points.

Distribution will generally comprise armoured cables on cable tray or LSF single core cables in steel conduit and trunking.

New distribution boards serving the production lighting and sound and communications installations will be provided.

Lighting

New lighting will be provided to all the refurbished and new areas. Where existing decorative period fittings exist the possibilities for refurbishing where appropriate will be investigated. Centralised light switching will be provided.

New dimmed houselighting will be provided to the main performance areas.

Emergency lighting will be provided to all refurbished and new areas. An emergency lighting central battery system and inverter will be installed to feed this.

Illuminated exit signage will be provided within the performance spaces, on final exits from the building, and otherwise as required by licensing.

Production Lighting

A new cabling and containment infrastructure will be installed in the performance areas to support the production lighting system. This will comprise LV lighting cabling and ELV controls cabling in metallic conduit and trunking. The production lighting system is covered in more detail in the Theatre Consultant's documentation.

Fire Alarm

It is likely that Licensing will insist on a fire alarm system comprising smoke detection and manual call points, and very probably a category L1 system covering the public areas as a minimum. The existing system should be replaced with an analogue addressable fire alarm system with a new control panel and mimic diagram in the reception area. Interface units with plant, held open doors, security system, etc will be provided to connect to the fire alarm system.

A voice alarm system linked to the fire alarm will be provided to warn occupants of any fire/emergency condition in the public areas.

Production Sound System

A new containment infrastructure will be installed in the performance areas to support the production sound system. This will comprise microphone and sound and communications cabling in metallic conduit and trunking. Fit out of the cabling and will be done by a specialist theatre contractor and containment routes will be designed to be rewirable. The production sound system is covered in more detail in the Theatre Consultant's documentation.

IT/Telecommunications

New voice and data points will be provided where required, cabled back to a central distribution rack in Category 6 cabling. It is assumed that all IT/Telecommunications hardware and software will be provided outside the refurbishment works.

Access Control/Security Systems

It is assumed that a swipe card system will be used to control access around the building.

A simple perimeter detection system comprising door and window contacts augmented by passive infrared detectors will be provided to all refurbished and new areas.

Some limited CCTV coverage will be provided to certain public areas.

Earthing and Bonding

A new dedicated clean earth distribution system will be provided for the sound system. A new earthing system will be installed as part of the replacement of the existing electrical distribution system.

Consideration should be given to installing a lightning protection system and the building insurers will need to be consulted as to whether they require it.

LIFTS

The two existing passenger lifts are original and will require work to bring them up to current standards required by Health and Safety legislation and the Disability Discrimination Act. A specialist lift survey will be required to assess these requirements and to identify any components that require, or will soon require, replacement or upgrading.

A new 16 person hydraulic lift suitable for disabled use will be provided for the cinema. An 8 person disabled lift will be provided adjacent to the auditorium to provide access to the control gallery level.

Catering lifts are assumed to be included within the catering fitout works.

LICENSING/BUILDING CONTROL

While the building has clearly had an Entertainments License in the past, this has since lapsed. It is therefore possible that the Local Authority will insist as a minimum that the public areas of the building be brought up to modern standards, being the ABTT/DSA Technical Standards for Places of Public Entertainment 2002.

It would not be reasonable to expect a listed building constructed in 1935 to comply fully with the above standards, and detailed discussions will be required with Licensing to obtain dispensations for certain elements.

Discussions will also have to be held with both Licensing, Building Control and the Fire Officer to establish requirements for, for example, fire detection and alarm, disabled access, energy usage, etc.

This has not been possible in the time available to prepare this report but should be commenced as early as possible to minimise any risks to the scheme.

ASBESTOS

It is likely that a building of the Town Hall's age will contain asbestos in some form. Asbestos may be present in:

- lagging on pipework in boiler rooms, risers, ceiling voids, and floor voids

HORNSEY TOWN HALL AND ASSOCIATED BUILDINGS

PRELIMINARY INDICATION OF COSTS



TOWN HALL AND ASSOCIATED BUILDINGS

		£	£	£
Demolition and Site Works				
Demolish 60's rear Office Annex (2 Storeys) 398m ² @ £50	say	20,000		
NB - 60's High level extension remains (allowance for upgrade only)				
Demolish Mews studio (1 Storey) 140m ² @ £50	say	7,250		
Citizens Advice Bureau (CAB) 255m ² @ £50	say	12,750		
Site Works / Clearance (i.e. slabs, fences trees, etc)	say	20,000		
		60,000		60,000
Town Hall				
<u>Assembly / Public Halls (excl Engineering Services)</u>				
External Restoration Works (50%) - as per Donaldson report	say	300,000		
Internal Restoration Works (50%) - as per Donaldson report (£200,000) - included below		-		
Alteration and refurbishment works (includes internal restoration works - see above)	say	3,795,000		
		4,095,000		
<u>Rear Offices / Administration (excl Engineering Services)</u>				
External restoration works (50%) - as per Donaldson report	say	300,000		
Internal Restoration Works (50%) - as per Donaldson report (£200,000) - included below		-		
Alteration and refurbishment works (includes internal restoration works - see above)	say	1,350,000		
		1,650,000		
<u>Engineering services</u>				
Full scheme (as per Max Fordham)	say	4,000,000		
E.O for extension works to main hall	say	100,000		
E.O for dummy lifts (to restaurant) - 2no	say	25,000		
E.O for lift - 1no	say	50,000		
E.O for strip out	say	100,000		
		4,275,000		
<u>Retail - West wing "Shell only"</u>	say		40,000	
			10,060,000	
The Clinic (Weston Park Annex)				
Schedule of repairs required as detailed on Donaldsons Report including the following (£73,420):				
NB - Costs updated (base date 2003)	say	100,000		
E.O allowance for security / CCTV		Included		
		100,000		100,000
Carried Forward		-	10,220,000	10,220,000

**HORNSEY TOWN HALL AND ASSOCIATED BUILDINGS
PRELIMINARY INDICATION OF COSTS
TOWN HALL AND ASSOCIATED BUILDINGS**



		£	£	£
Brought Forward	-		10,220,000	10,220,000
The Library				
Allowance for new staircase access / CCTV	say		25,000	25,000
Broadway Annex and Associated Buildings				
Schedule of repairs required to external envelope as Donaldsons Report including the following (£117,875): NB - Costs updated (base date 2003)	say	175,000		
<u>Retail Conversion Units - "Shell only"</u>				
Units 1, 2, 3, 4 & 5 2,640FS @ £30	say	80,000		
Arcade	say	35,000		
<u>Retail New Units - "Shell only"</u>				
Units 6,7, 8 & 9 5,120FS @ £50	say	255,000		
<u>Residential Conversions: Upper Floors</u> 9,440FS @ £75	say	710,000		
		1,255,000	1,255,000	
Broadway House Building				
<u>Conversion Units</u>				
Retail Unit - "Shell only" 1,750FS @ £30	say	55,000		
		55,000	55,000	
Workspace				
Workshop Units for Crafts - "Shell only" 10,500FS @ £60		630,000		
Residential Units Above 5,250FS @ £120		630,000		
		1,260,000	1,260,000	
Haringey Park Infill				
Communal Space / Day Centre - "Shell only" to ground floor only 5,250FS @ £60	say	320,000		
Residential Units Above 15,760FS @ £120		1,900,000		
Allowance for Undercroft Parking, say 15 spaces (foot print area) 15 spaces @ £8,500	say	130,000		
		2,350,000	2,350,000	
Carried Forward	-		15,165,000	15,165,000

DECEMBER 2004

Preliminary Indication of Costs 6 1204IssuedSummary of Costs

**HORNSEY TOWN HALL AND ASSOCIATED BUILDINGS
PRELIMINARY INDICATION OF COSTS
TOWN HALL AND ASSOCIATED BUILDINGS**



	£	£	£
Brought Forward	-	15,165,000	15,165,000
 Corner of Haringey Park and Hatherley Gardens			
Residential Units			
5,170FS @ £120	say 620,000	620,000	620,000
 7 Hatherley Gardens (CAB)			
Residential Units			
2,750FS @ £120	330,000	330,000	330,000
 External Works			
Main Square (2,265m ²)	say 350,000		
Surface Car Parking to Rear of Town Hall (100 spaces)	say 150,000		
Allowance for Servicing/Access to Retail Units (Broadway Annex)	say 50,000		
Allowance for Works Features to Residential Blocks	say 100,000		
Highways and Statutory Authorities	say 250,000		
	<hr/>	900,000	900,000
		<hr/>	<hr/>
		17,015,000	17,015,000
Contingency, 7.5%	say		1,285,000
			<hr/>
TOTAL CURRENT DAY COST		£	<u>18,300,000</u>

**Hornsey Town Hall
Business Plan December 2004**

HORNSEY TOWN HALL - SUMMARY COST PLAN

Floor Area 2370 m2

MECHANICAL

Subtotal

A5-	Incoming Services	£13,000
C10	Stripout of existing	£23,700
N13	Sanitary Appliances	£23,700
R10	Rainwater Pipework	£16,590
R11	Drainage	£38,310
S1-	Hot and cold water	£47,400
S63	Fire Fighting	£10,000
T31	LTHW heating	£23,700
T32	Gas installation	£4,000
U10	General supply/extract	£533,700
W6-	Mechanical controls	£30,000

£863,370

£364.29 /m2

ELECTRICAL

A5-	Incoming services	£10,000
C10	Stripout of existing	£23,700
V20	LV distribution	£46,030
V21	Lighting	£321,850
V22	LV power	£112,100
W10	Data & Telecomms	£47,400
W12	PA & Production Sound	£30,000
W30	Communications	£10,000
W40	Access Control	£16,850
W41	Security detection and alarm	£35,810
W50	Fire detection and alarm	£71,100
W51	Earthing and bonding	£7,110
W52	Lightning protection	£7,110

£783,404

£330.55 /m2

Total **£694.84 /m2**

X10	Lifts	<u>£206,700</u>
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Total Mechanical & Electrical	£1,646,774
Add for BWIC @ 10%	£1,811,451
Add for main contractor's prelims @ 12%	<u>£2,028,825</u>

Notes:

Read with Feasibility Report text.

Costs assume that systems outside the auditorium require minimal work and that

no upgrading will be required by Building Control/Licensing/Fire Officer.

Floor areas are gross internal areas generally as G&T email 03/12/2004.

No allowance for removal of asbestos in connection with the services has been included in these figures.

Hornsey Town Hall Business Plan December 2004

Electrical Services Installation Preliminary Cost Estimate

Gross floor area		2370 m2				
Item	Quantity	Rate	Cost	Sub Total	Notes	
A5- Incoming services						
Upgrade existing electrical supply	1 no.	£10,000	£10,000			
				£10,000		
C10 Stripout of existing						
Removal of existing services	2370 m2	£10	£23,700		Excludes any asbestos removal	
				£23,700		
V20 LV distribution						
New switchgear, LV distribution boards, submains cabling	2370 m2	£15	£35,550			
New power supplies to plant	2370 m2	£4	£9,480			
Submetered supply to retail unit	1 no.	£1,000	£1,000			
				£46,030		
V21 Lighting						
<u>Production Lighting</u>						
Allow for 250 lighting circuits incl houselights	250 no.	£100	£25,000		Pt boxes/outlets free issue to elec. s/contractor	
<u>Work Lights</u>						
lighting points	20 no.	£150	£3,000		Control/contact panel to form part of theatre technical installation	
light fittings	20 no.	£250	£5,000			
<u>Emergency lighting</u>						
Emergency lighting luminaires and wiring, central battery	2370 m2	£25	£59,250			

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	<u>General lighting</u>				
	Light fittings	2370 m2	£80	£189,600	
	Allowance for refurbishing/upgrading "period" light fittings	1 no.	£35,000	£35,000	
	Dimmable houselight control system to performance spaces	0 no.	£0	£0	Included in performance systems budget
	<u>External lighting</u>				
	Provision of access/security lighting	1 no.	£5,000	£5,000	This does not include for external display lighting, signage, e which should have a separate cost allowance.
				£321,850	
V22	LV power				
	<u>Performance Power</u>				
	Stage temporary power supply	2 no.	£3,500	£7,000	
	Miscellaneous power supplies	20 no.	£1,500	£30,000	
	Sound power points	20 no.	£200	£4,000	
	<u>General Power</u>				
	New small power distribution	2370 m2	£30	£71,100	
				£112,100	
W10	Data & Telecomms (Wiring & Containment)				
	Data/telephone point, wiring, containment and outlets only	2370 m2	£20	£47,400	
				£47,400	
W12	PA & Production Sound (Containment only)				
	Steel conduit, trunking, and backboxes	1 no.	£30,000	£30,000	Faceplates, facility panels, etc and all cabling done as part of theatre specialist fitout
				£30,000	
W30	Communications (Wiring & Containment)				

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	Theatre ethernet	20 no.	£250	£5,000	
	DMX	20 no.	£250	£5,000	
					<u>£10,000</u>
W40	Access control				
	Swipe card access control system	2370 m2	£5	£11,850	
	Allowance for connection to Weston Park Annex	1 no.	£5,000	£5,000	
					<u>£16,850</u>
W41	Security detection and alarm				
	Perimeter intruder alarm plus PIRs	2370 m2	£10	£23,700	
	CCTV coverage	2370 m2	£3	£7,110	
	Allowance for connection to Weston Park Annex	1 no.	£5,000	£5,000	
					<u>£35,810</u>
W50	Fire detection and alarm				
	Analogue addressable fire detection system for whole building including EPAS voice alarm system	2370 m2	£30	£71,100	
					<u>£71,100</u>
W51	Earthing and bonding				
	Earthing installation	2370 m2	£3	£7,110	
					<u>£7,110</u>
W52	Lightning protection				
	Lightning protection installation	2370 m2	£3	£7,110	
					<u>£7,110</u>

Hornsey Town Hall Business Plan December 2004

Mechanical Services Installation Cost Estimate

Gross floor area		2370 m2				
Item	Quantity	Rate	Cost	Sub Total	Notes	
A5- Incoming services						
Upgrade of existing gas supply	1 no.	£3,000	£3,000			
Allowance for sprinkler supply if required	1 no.	£10,000	£10,000		Assumes mains fed, no booster and no storage	
				£13,000		
C10 Stripout of existing						
Removal of existing services	2370 m2	£10	£23,700		Excludes any asbestos removal	
				£23,700		
N13 Sanitary Appliances						
Wash hand basins, WCs, urinals, sinks, showers	2370 m2	£10	£23,700		Costs do not include for bar or kitchen fittings.	
				£23,700		
R10 Rainwater pipework						
Above ground internal downpipes, outlets and connections	2370 m2	£7	£16,590			
				£16,590		
R11 Drainage						
Soil, waste and vent pipework	2370 m2	£13	£30,810			
Allowance for work to existing BGD	1 no.	£7,500	£7,500		Costs do not include for bar or kitchen fittings.	
				£38,310		
S1- Hot and cold water						
Centralised hot water system including calorifier,	2370 m2	£20	£47,400			
<u>Council Chamber</u>						
Main air handling unit and main ductwork	1 no.	£30,000	£30,000			
<u>Ancillary Systems</u>						
WCs, bars etc	2370 m2	£10	£23,700			
Kitchen extract	1 no.	£15,000	£15,000		Excludes extract hood	
Allowance for acoustic treatment	1 no.	£10,000	£10,000			
				£533,700		
W6- Mechanical controls						
BMS system to new plant only	1 m2	£30,000	£30,000			
				£30,000		
MECHANICAL SERVICES INSTALLATION						
				£814,500		
CH&P @ 3%				£24,435		
Attendance @ 3%				£24,435		
TOTAL COST				£883,370		

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	primary pumps, and distribution Submetered supply to retail unit	1 no.	£1,000	£1,000	
				£47,400	
S43	Fire Fighting				
	Hose reel system/sprinkler system (if required)	1 no.	£10,000	£10,000	To cover stage area only. Excludes cover elsewhere.
				£10,000	
T31	LTHW heating				
	Existing boiler plant retained and reconfigured	3 no.	£1,000	£3,000	
	New LTHW distribution system, radiators and TRVs	2370 m2	£30	£71,100	
				£74,100	
T32	Gas Installation				
	New gas installation within building	1 no.	£3,000	£3,000	
	Submetered supply to retail unit	1 no.	£1,000	£1,000	
				£4,000	
U10	General supply/extract				
	<u>Main Hall</u> Main air handling unit and main ductwork	1 no.	£200,000	£200,000	Excludes any allowance for future cooling plant
	<u>Cinema</u> Main air handling plant and main ductwork	1 no.	£100,000	£100,000	Could be done in cinema fitout
	Cooling system for cinema only	1 no.	£25,000	£25,000	
	<u>Film Club/Bar</u> Main air handling unit and main ductwork	1 no.	£20,000	£20,000	Could be done in cinema fitout
	Cooling system for film club/bar only	1 no.	£10,000	£10,000	
	<u>Multi Use Small Hall</u> Main air handling unit and main ductwork	1 no.	£75,000	£75,000	
	Cooling system for lower hall only	1 no.	£25,000	£25,000	

Hornsey Town Hall Business Plan December 2004

Lift Installation Preliminary Cost Estimate

	Item	Quantity	Rate	Cost	Sub Total	Notes
C10	Stripout of existing					
	Specialist survey of existing lift installations	2 no.	£4,000	£8,000		
					£8,000	
X10	Lift Installation					
	2 no. new 8 person disabled hydraulic lifts	2 no.	£45,000	£90,000		Assuming existing cannot be economically brought up to standard
	1 no. new 16 person disabled hydraulic lift	1 no.	£75,000	£75,000		
	1 no. new 8 person disabled motor room less lift	1 no.	£30,000	£30,000		
	LIFT INSTALLATION				£195,000	Excludes catering lifts
	OH&P @ 3%				£5,850	
	Attendance @ 3%				£5,850	
	TOTAL COST				£206,700	